

Board of Commissioners

Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
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HOUSING KITSAP BOARD OF COMMISSIONERS
JUNE 6, 2017
MINUTES

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Administrative Support Assistant Tara Owensby.

Absent: Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Kitsap County Commissioner Robert Gelder, Resident Commissioner Danielle Murphy, Project Manager of Affordable Housing Mike Brown, Single Family Director Dean Nail, REMHP Director Holly Paterson, Assistant Director of Finance Kim Seibold.

1. Called to Order

Chair Wolfe called the meeting to order at 10:17 AM.

2. Public Comment

No public comment.

3. Consent Agenda

Vice Chiar Putaansuu moved to approve the Consent Agenda. Commissioner Garrido seconded. Motion carried unanimously.

4. Board Announcements

Commissioner Erickson reported that the Poulsbo City Council will vote to approve the Nelson House in Nelson Park, Poulsbo to be leased to Coffee Oasis who will provide transitional housing for young women, ages 18-25.

Commissioner Garrido announced that Homes for All is a group that meets once a month to address the homeless count in the community. They have strong support from faith communities in the area who have built four tiny houses and are currently working on the fifth tiny house. Originally the cost of the homes would cost approximately \$2,200.00 per house but the group recently learned that cost decreased to about \$1750.00 per house. Three of the tiny houses have been placed throughout the community.

Homes for All are currently looking into property management options, researching how the tiny homes could be managed, and how to obtain social services for the residents who live in the tiny home communities. The plan is to have a village of tiny houses in each Commissioners district.

Stuart mentioned that he attended a meeting recently, and a conversation was brought up started, questioning if Housing Kitsap could be an option for the property management company regarding the tiny homes that the Homes for All group has coordinated.

5. **Discussion items**

A. **Budget and Tenmast update**

Wendy handed out a Gantt chart spreadsheet. She reported that the Data Conversion from Great Plains & Yardi Conversion is almost complete. Testing of data fields are currently in progress and a trial version of HK's Data is available in Tenmast.

The initial General Ledger (GL) structure is set in Tenmast. The initial GL is designed for optimal data conversion from Great Plains. Once all the data is converted, it will be refined and possibly changed to facilitate project accounting.

Wendy said she is reviewing the finance team structure in conjunction with accounting software conversion. A circular structure versus the current linear structure is being contemplated.

Online training (Tenmast University) is expected to be available to all staff in approximately 3 weeks. Training is tailored by Tenmast to each user based on their organizational role. Five "Power Users" are scheduled to attend training at Tenmast headquarters July 11-13. A Power User receives extensive training and will be the first resource for staff when there is a question on how to do something in Tenmast.

Finance is finalizing a contract for electronic timesheets, human resources management, and payroll with Pay NW who is an authorized Kronos vendor. Kronos is used by many government agencies in Washington and the software will reduce duplicated tasks, seamlessly integrate with Tenmast, and reduce staff time spent on journal entries.

Wendy reported the following Budgeting milestones.

HK is currently working on a "Framework" milestone which encompasses gathering documents to confirm that budget numbers match agreements. This milestone has taken longer than anticipated as the files are not easily located and assistance from staff is difficult as they are juggling priorities.

8 out of 11 Management Agreements are expired:

- We are moving forward on budget process utilizing expired documents so we are not delayed further.
- REMHP is forming a plan to address renewing expired documents.

A database of all documents is being created as an electronic document clearing house. It will also have "tickler" dates for expiring documents. At this time, grant and other funding documents are being collected and analyzed. There is some leeway built into the project timeline and it is anticipated that work will be completed by the project deadline.

Commissioner Garrido requested that staff provide a written update vs a verbal update at the Board meeting moving forward. That this is a lot of important information being provided to the Board and they would appreciate the ability to review it in advance, also to ensure that all Board members are able to receive the information if they are not able to attend the meeting.

Commissioner Tollefsen requested for Wendy to forward the information provided to the Board members who were not able to attend the Board meeting.

6. Adjourn

With no further business, Chair Wolfe adjourned the meeting at approximately 10:45 am.

ATTEST:



STUART GROGAN
Executive Director

ATTEST:



TARA OWENSBY
Administrative Support Assistant



Date Approved